



## Rockwell Charter High School

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Eagle Mountain, UT 84005  
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### Governing Board Meeting

7:00 pm, Tuesday, March 8, 2022

Library

#### AGENDA

Attendance: Dale Erling, Julie Neel, David Persinger, Brad Barlow, Julie Young, Kelly Hall, Mike Smith, Misty DeFarias, Liz Bunker, Nate Adams

Welcome: Dale 7:02pm

- I. Pledge: Dale 7:02pm
- II. Public Comment: Dale - None
- III. Review and Approval of Previous Meeting Minutes: Dale
  - A. Feb 15, 2022 : Mike motion to approve, Julie Neel second, voice vote unanimous
  - B. Feb 24, 2022 Julie Young motion to approve, Brad second, voice vote unanimous
- IV. Financial Review: 7:03 - Moved due to Nate being in another meeting.

7:39 Financial Review with Nate: Broad stroke at the budget, it has not changed much. Area of concern for the last few months. Highlighted on the detail page. We have not received reimbursement for the lunch program since last November. We should be getting this reimbursement every month. It has been 3 months.

Misty: The report was doen wrong and has now been caught. We should be receiving money. Nate says we haven't received anything but if it was not in by the 10th of the month we would not have received it in February. The January and February ones have been corrected and we can anticipate that money by end of March. But November and December was not able to be corrected so that revenue is lost.

Nate: Rest of budget is not too much concern. The expense toward food program is increased a little bit. Will continue to increase as long as school is in session. Bottom lone is right about where we have had it over the last couple of months. Update on the programs we have been working on: Detail on these with the finance committee and asking if he can go into detail with the rest of the board. Nate has been working with a group over last months to take advantage of employee retention program. 2 part

program. 1st, if school has 20% dip in a quarter compared to same quarter in 2019. Rockwell did, so can take advantage of this program. 2nd is non-revenue qualifiers (mandates, etc.). Decision is still on table to take advantage of this non-revenue money. Misty and Finance committee putting together a case to cover us with IRS if we do choose to take this money. Want to be prepared if we do decide to take advantage of this. Misty: Part of the non-revenue part is quarter 3 2021 which is July-September and there is not a lot there, evidence wise, to report. This is a saving grace for this year and a lifeline for us. IT takes about 6 months to receive money. Cash will likely be next FY, but we will put it as a receivable to help make our bottom line healthy.

Mike: DO we know the dollar amount or range of revenue piece? Nate: the amount given originally was inaccurate and lower than actual number. Group we work with does take a fee. After that, with just the revenue piece we will bring in about \$530,000. If we do the non-revenue piece it could be up to \$270,000 before fees. Not a sustainable change, but for the time being a very good thing.

Mike: Any updates on the bond refinance? Nate: No. Has talked with the group we are working with and they are working to pull all the paperwork together to take to the bondholders and the investors. As far as next years goes, good news from legislative. WPU increased and local replacement increased (from state). Now that the legislative session has ended, going to put together a preliminary budget for next year to present to the Finance committee and present it to the board come June.

Mike: anything else relevant out of the legislative session? Nate: They are unrestricting 35% of otherwise restricted funds.

- V. Board Bylaws: Review and potential vote (Training) 7:04pm Dale: Asked David, our board member to review the bylaws and help us understand what we need to be doing and what we can be doing better.

David: We have strayed since the original bylaws, and we need to get things updated. We need to first get the charter approved. Once that is accepted by the state we can update and change our bylaws.

Liz: Our portfolio manager. Has worked with Misty and the teaching staff. She is the messenger due to Marie not being able to be here tonight. Exhibit A will have section with the bylaws. The structure and governing board.

David: It is currently pulled from our original charter. We have no founding families, just a board of trustees. Do we submit Exhibit A with the existing bylaws?

Misty: Marie would tell us that our Exhibit A needs to be approved by us, the board, before Friday. Then it can be on the agenda for the State to approve. Once they

approve, we don't need to go defend the bylaws and we can manipulate them and make them posted on Ucap.

Liz: Cannot veer off Exhibit A. Submit Exhibit A with the original charter, the state will approve it, then we can change the bylaws.

David: After we change the bylaws, do we have to resubmit Exhibit A? We will be changing the original structure.

Liz suggests we ask Marie if the changing of the structure of the board would require an additional submittal of Exhibit A to the State. Liz is taking notes and is going to speak to Marie and get back to us. The bylaws need to be approved if we are not changing the Exhibit A, but since we are changing Exhibit A this is our chance to change the bylaws. We are going to get clarification.

David: Looking for committee structures addressed in the bylaws. Every board member is going to serve on 1-2 committees which is where all the work is going to be done. He has added areas of responsibility for each committee in the paperwork. We will also need faculty, staff, teachers, and possibly parents. If we can get this structure set up, the school will be able to handle a lot of the work that needs to be done, that doesn't get done because not enough hands working on it.

Another thing addressed is parents. Parent representation needs to be a certain percentage on the school board. Depends on how it is written on the charter. We should have some board members that are not necessarily parents but have a certain specialty that they can bring knowledge and skill to the board.

Committees are a big area, but the other big area is the Insurance area. Page 15. If we bring in a specialist, the insurance will clarify that not only the specialist but the board and the school is protected. We have to perform for the good of the school, etc. A lot of this was in the original charter, but not positive on that. We can pull it up and review. David pulled this into the bylaws because the charter is going to be shrinking to Exhibit A, so kept the insurance here.

Do we want to keep all the committees, do we want to get rid of some, we as a board need to sit down and make sure we are comfortable with how this is written.

Dale: To Liz: are the insurance policies usually in the bylaws? Will seek clarification with Nate when he joins us.

David: The path forward, Misty will submit Exhibit A to the state and we need to fix our bylaws and make them relevant. This is vital, because in a small institution we need efficiency in everything. As board members we need to be more involved which allow

Misty to free up her time for her own responsibilities, as well as know who to go to for any question.

7:24pm Nate joined Via Zoom.

Dale and David: President, Vice President, Treasurer, and Secretary would be the executive officers that could sign legal things. The rest of the board would be board members but not have the ability to sign legal things.

Dale to Nate question: Insurance - there is an existing provision for protection for board members. Nate: yes, in the form of a bond. We can get clarification via email. Dale asked Nate to make an action item to talk to Jeff to make changes as we change the bylaws. David asking if insurance covers other individuals helping to serve the school on the committees. Nate: the committees responsible to report to the board, and each committee has a board member on it, this keeps the board informed and the policy covers the board, but the policies don't officially cover those individuals not on the board.

David requests a copy of the policy so that we can all review it. Misty will facilitate getting that policy in our google drive.

Dale: In regard to Exhibit A, and the name change, do we need to make a change to the name on the Exhibit? Nate says to do a DBA instead of full changing of name. It will be cheaper, quicker, and have the same effect. (DBA: Doing Business As) Ex. Rockwell Charter High School DBA Rockwell School. We are changing the business name through corporations. Are we changing on Ucap? Going to ask and get clarification if we need to update that. Vendors and Utah grants will possibly change, but parents and students will not. It is all in how we present it to them.

David: What is the next step? Committee to approve? Or working session as board to approve? Dale: A smaller group to go through and make suggestions. Mike concurs.

Dale: We need to form a temporary working committee. Cannot have more than 3 people on it. Making a motion to establish a board committee to review and establish bylaws. Mike second. Affirmative unanimous vote by board. Dave to head the committee. Committee will be established after the meeting.

## VI. Exhibit A vote and signature

- A. Name change to Rockwell Charter High School 7:58PM - Misty: Liz is going to check tomorrow if we should have what we want on Exhibit A or if we submit it the way it is. The 4 items regarding the board are what we want to change. If we wait, we have to meet again and can have until next

week to approve and submit. We can sign it next week after we get answers tomorrow.

- VII. Articulation Agreement between John Hancock and Rockwell—Julie Adamic 8:01pm Misty -Her school is building in city center. We want to show our investors and others that Rockwell is worth coming to and this articulation agreement will show that. These students would be admitted before the lottery. Julie Adamic is director of John Hancock.

Julie: They do not want to tackle high school. So they want to find a seamless education program for the students and give them an option to continue with a high quality school. The best way is articulation agreements with other Charters in the area. It gives their students priority in our school without going through lottery. We can still allow siblings and teachers children to take top priority, but then they jump in line. It allows them to market to their students as well as for Rockwell. The SCSB has made this easy. We submit the articulation agreement and they ask any questions and then approve. FY year this takes place is 2024. John Hancock board meeting on March 17th and will vote to approve then.

Misty: Actual signature needed is Dale's signature for students attending beginning 2024.

Dale: Motion to approve articulation agreement - Mike motion to approve, Julie Neel Second, unanimous approval by voice vote by board.

- VIII. Marketing Plan to review 8:09pm Dale: 3 objectives. Increase community awareness, Drive enrollment, Name change

Tactics: outdoor signage - 30% found school by banner etc. Look at new outdoor sign, yard signs, EM charter signs, Enrollment focus.

Neighbor/Friend - 38% - Facebook campaign, Dale will create content calendar for FB postings to be posted in Neighborhood groups.

Update website: Meet week of 3/14 with person who does web development work. Might change this if we change the name of the school. Also change things Dave found in his review.

Google my Business: Misty finally got us access to the box with our information in there. Very basic at the moment. We are going to ask parents to start submitting reviews, starting tomorrow. We want as many positive reviews as possible. The positive will push down the negative review. Also getting reviews on greatschools.com and niche.com. Misty talking to photo teacher for photos and Dale putting together articles. Informational and factual components.

- IX. Strategic Plan Update 8:20pm Dale: A strategic plan deals with what we are going to do from an education standpoint, etc. How are we going to reach out to people to bolster our student base as well as our programs. What does it look like to align with John Hancock, etc. Due by end of March. We need a board member to help write this plan. Misty has too many hats! Dave happy to assist, just concerned about lack of knowledge in the strategic area. Misty asking Nate if he has an example we can look at. Dale covering marketing, Misty covering education components, Dave willing with background knowledge to help. Dale: its a lot to ask. Misty: Can we make it a google doc that everyone can work on? Mike: Pulling together pieces from other resources to make the strategic plan. Dave: Going to start pulling together a template and get us started.

Dale motion Dave takes over the committee for strategic plan. Mike seconds. Unanimous voice vote in affirmative.

- X. School Fees for FY 23 presented  
A. Decision on another board meeting date before April 1, 2022

Misty: 8:28pm Removed math fee. Removed history and english fees. Did not change general fees. Online fees the same. Ap, art, drama no change. Drivers ed increased. Foods not changed. Graduation: distinction made between participation and non-participation in graduation (cost needs to be updated on form). Credit recovery added on. Late/lost book no change. Lunch gone up. This is the last year for free lunch. Science the same. Transportation up and also made non-refundable. Yearbook gone up \$5. Optional separated for individual classes.

Mike: Have we analyzed the cost of running Drivers Ed? Misty: No. Teacher only runs on Saturdays so only a tank of gas a week or so. Kelly: She may need to increase her hours or we may need a second drivers ed teacher. Mike: I can do the analysis if I can see her contract, how often she drives, etc. Misty will send him her contract so he can analyze if our charge meets the cost of the program. What is the age of the vehicle? Misty: it is brand new toyota.

Dale: Is the net fees income equivalent to this year? Misty: they might be down a little.

Misty: Extracurricular : Top 5 things did not change. Sports all had an increase from \$25-50 dollars and it was tacked onto transportation area. Additional fees for sports needs clarification that it is \$100 per player per sport. Misty will fix it. Tomorrow it will be sent out to parents for public input. We just need a quick meeting next week to vote on this and let us know about the Exhibit A. What date next week? Wednesday March 16th in the evening around 7:30pm.

- XI. Director Report:

- A. Distance Learning Update
- B. Maintenance Needs Update

8:48pm Misty: We have to go to the state school board and submit a plan to be an online school. Cannot go the covid route because we don't have 2 years of following the same program. Our plan is that by next school year we will have core classes and assessments by units for credit. Our hope is to attract some homeschool students to come to our online program. We have to submit by Friday to get on the agenda for the April 14th meeting. If we really want to impress them, we should all be there. Sometime after lunch. Marie and Liz from the state will both be there. They will ask our relationship to Rockwell, our position on the board and then questions as to why we want to add online to our curriculum. Misty will develop a powerpoint for us to review to be prepared to meet with the state board.

Maintenance needs update: Hired a custodian named Aja. Already started changing things. Aja is going to help get bids. Starting with carpets, roof, etc. If over 50,000 will get RFP. We may need to allocate fund for electrician. Will get an update in near future on cost of maintenance needs. Misty looked it up - \$1690 give or take what we find in the kitchen.

Intent to enroll, we are up to 45 students out of 250. Graduating class of 75.

- XII. Executive Session 8:56pm A couple board members don't know what we discussed last time. Don't really need a new session to catch them up. We reviewed some offers and made a formal acceptance to one of the parties and a polite decline to the other party. We have to be very vague outside of the executive session per statutes.
- XIII. Action Items from Executive Session: None
- XIV. Adjournment 9:01pm Dale: Motion to adjourn. Julie Young second. Unanimous voice vote in the affirmative.

Meeting Adjourned.

Upcoming Board Meetings.....

April 19, 2022

May 10, 2022

June 14, 2022